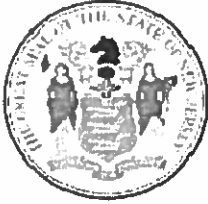


OFFICE OF ADMINISTRATIVE LAW

NOTICE OF VACANCY



Rules Analyst Administrative Procedure

SALARY RANGE: \$59,031.79 – \$83,803.57 (Range P24)

WORKWEEK: NL (35 hour workweek)

POSTING PERIOD FROM: June 10, 2016

TO: June 24, 2016

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Office of Administrative Law
Rules & Publications
9 Quakerbridge Plaza
Hamilton, NJ 08690

JOB DESCRIPTION:

Under supervision, responds to agency or public inquiries for information regarding statutory and regulatory rulemaking requirements, the rulemaking process, rule codification, rule content, rule expiration and other rulemaking matters; Receives and reviews proposals and adoptions filed with the Office of Administrative Law (OAL) for statutory authority and conformance with enabling legislation, codification and other conformances relevant to and used by the OAL; Notes comments on issues or problems requiring contact with submitting agency on proposals and adoptions; Creates and maintains notice files and various rulemaking databases; does other related duties.

REQUIREMENTS: Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

EDUCATION: A Juris Doctor or LL.B. degree.

NOTE: A Master's degree in Library Science, Public Administration, Business Administration, Political Science or related field may be substituted for the above education requirement.

EXPERIENCE: Three (3) years of academic or practical experience in the practice of administrative law involving the drafting, promulgation, administration and/or interpretation of federal or state regulations or, in the management and operation of a public or private sector library or, in the review and evaluation of administrative practices or operational methods including responsibility for the recommendation, planning and implementation of improvements in a business or government agency.

If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by **email only**. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: **Rules Analyst**)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:

A handwritten signature in dark ink, appearing to read "D. J. Ianni".

Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer